



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

AUG 7 2000

Dear Chief Executive Officer:

Recently, the Assistant Secretary of the Office of Postsecondary Education sent you a letter describing this year's collection of the campus crime statistics as required by Section 485 (a) and (f) of the Higher Education Act. Providing this information is required by law as a condition of your institution's continued participation in the Federal student financial aid programs. I am writing to provide you with specific information that your institution needs to participate in this important data collection.

The Campus Crime Survey will be administered through an Internet-based system that can be accessed only by a designated member of your staff. **We strongly urge you to appoint someone who is familiar with campus crime and security procedures to serve in this capacity as the Campus Security Survey Administrator (CSSA) and to forward the enclosed materials and instructions to that person.** The CSSA may enlist the aid of other staff members to complete the survey. However, all communications for this survey will go to the CSSA and that person will be responsible for your institution's data submission and for locking the data during the August 17 to October 17 collection period.

We urge your prompt attention to the appointment of your CSSA. To ensure the timeliness of this survey, we will contact you again if your CSSA does not register promptly. If you need any additional information or have any questions, please contact the survey help desk by phone at 1-800-435-5985 or by email at campussecurityhelp@westat.com.

Thank you in advance for your assistance in this important project.

Sincerely,

A handwritten signature in cursive script that reads "David A. Bergeron".

David A. Bergeron
Chief
Policy and Budget Development Unit
Policy, Budget and Analysis Staff

Enclosures